



DELAWARE JUDICIARY

COURT OF COMMON PLEAS

NON-MERIT POSITION

(This position is exempt from the State of Delaware Merit Rules)

COURT SECURITY OFFICER I

(Extended Posting)*

POSTING NUMBER: 12012015–CCP/SC/CSOI

Opening Date: December 1, 2015 Closing Date: December 14, 2015

Actual Vacancy

Salary: \$25,663.00 - \$32,079.00 (Minimum to 100% Midpoint) Pay Grade 007

Location: Sussex County Courthouse, 1 The Circle, Suite 1, Georgetown, DE 19947
(Please check Sussex County on your application).

*Applicants who applied to the original closing date do not need to re-submit their application.

Summary Statement:

This is the first level in the Court Security Officer series. The class incumbent is responsible for maintaining order, providing security, and performing various court related duties in a court facility.

Nature and Scope:

Employees report to a technical supervisor and are responsible for performing the full range of court security related duties. Employees enforce courtroom and court facility policies and procedures relative to safety, security, and orderliness. Work involves providing the first level of response for disruptions to court operations which may include high risk court cases. Employees may have the power of arrest. Employees may also listen through a headset as court proceedings are electronically recorded to ensure that the proceedings are accurately captured. Contacts include judicial officers, attorneys, jurors, witnesses, court personnel and the general public for the purpose of providing court information, explaining court processes, providing court security, controlling behavior and serving as a liaison between court participants.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Enforces courtroom and court facility policies and procedures relative to safety, security and orderliness using defensive tactics and devices such as subduing individuals disturbing court proceedings, handcuffing and using chemical propellants.
- Assesses potentially disruptive and violent situations and takes preventative actions; calms volatile situations, responds to emergencies and requests extra security.
- Sets up, operates and maintains various electronic equipment such as paging systems, wireless microphones, audiovisual systems, audio and video recorders, overhead projectors, two way radios, metal detectors and surveillance cameras.
- Directs individuals in court proceedings, notifies court personnel, attorneys and parties involved to be present in the courtroom, seats individuals in specific areas of the courtroom; checks in defendants and opens court by announcing the entrance of the judicial officer.
- Inspects courtroom and court facility for explosives, firearms, and weapons. Searches individuals entering court facility and confiscates unauthorized weapons.
- Prepares records and reports such as log notes and incident reports; marks, logs and retrieves files, forms and related items and information for use by court staff.
- Uses automated information systems such as civil and criminal case management systems, and criminal information systems to enter, update, modify, delete, retrieve, inquire or report on data.

Preferred Qualification:

Applicants who do not possess the preferred qualification will still be eligible to compete for this position if job requirements are met.

1. Read, write and speak Spanish fluently.

Job Requirements:

Please address each Job Requirement separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following Job Requirements. Failure in any one area will result in a rating of “Not Qualified.”

1. Six months experience in security such as providing protective services to persons, facilities or grounds from trespassing, theft and other conditions.

2. Six months experience in record keeping which includes maintaining records, logs, and filing systems.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Ability to communicate clearly and effectively.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://courts.delaware.gov/Career/benefits.stm>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/index.stm> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “Sussex County Court Security Officer I” in the subject line to:
apps.commonpleas@state.de.us
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:
Court of Common Pleas for the State of Delaware
New Castle County Courthouse
ATTN: Human Resources
500 N. King Street, Suite 2800
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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